Student Information System

User Manual

Application Subsystem

Version 12
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1. APPLICATIONS SUBSYSTEM {SMAIN-2} / {SNAPP}

1.1. OVERVIEW: APPLICATIONS

1.1.1. The Applications Cycle

* This subsystem can be used to manage the *selection of new applicants for entry to the institution as well as the selection of existing students for advanced years of study.*

* The subsystem allows the institution to *receive applications from prospective students well in advance of the actual registration dates*. Not only does this allow for the selection of prospective students, but it also assists in speeding up the registration process, allowing lectures to start with a minimum of disruption and delay.

* *Academic Applications for any future year, academic block and offering type can be entered into the system*, System cycle type "A". Actual academic admissions can be handled for any academic block and offering type that is active, where today's date is between the start and end dates, in the System Cycle option {SNAPP-1}.

* *Residence Applications for any future year and academic block can be entered into the system*, System cycle type "P" and actual residence admissions can be handled for any academic block and which are active, where today's date is between the start and end dates, in the System Cycle option {SNAPP-1}.

* The subsystem has facilities to *sort applicants in merit sequence* on the basis of results in the final school examination, or in the case of present students, on the basis of the average results in previous examinations at this institution. Admission can be granted by manually updating the records of an applicant, or in the case of new applicants a "computer selection" can be done on the basis of matric results.

* There are facilities to simplify the process of *copying matric results from tapes* provided by education departments.

* Provision is made for the *handling of applications through the Central Applications Office Bureau* for those clients who subscribe to this Bureau.

1.1.2. Processing Of Applications

* It is suggested that the application form should have the same basic layout as the input screens, since this would greatly simplify the entering of application details.

* When the application forms are received, a first step could be to check that the particular application is a *bona fide* application. If the applicant does not, for instance, have the matric subjects required for his/her qualification, or will definitely not be able to fulfil some other requirement, it serves no purpose to enter his/her details into the system. In this case the person can merely be informed of the reason why s/he cannot enrol for the particular qualification.

* All *bona fide applications* are allocated a student number. It is useful to keep a control list on which the name of the applicant is entered against his/her number. This number is retained throughout the student's period of study at the institution. Student numbers can be generated by the system if the user should wish to make use of this facility, rather than allocating student numbers manually.

* The letter-writing facilities under menu {SLLL-3} can be used to inform applicants that their applications have been received, or to arrange for tests or other requirements in respect of the qualification for which they are applying.

* *An option exists for doing a programmatic selection.* This selection will admit the applicants with the highest WRS scores; see option {SNAPPA-5} in this manual, within the quota for each qualification and period of study as defined in option {SACAD-1b6}, whilst taking into account the first and second choices of the applicant.

* Alternatively, the selection can also be done on a manual basis over a period of time. Selection status's can be defined and linked to applicants. Appropriate reports are available to assist in this process.

* The facilities in menu {SLLL-3} can again be used to inform students of the progress of their applications.

* Residence applications can also be recorded on the system, and since residence- and academic admissions are both displayed on the relevant screens, these two processes can readily be co-ordinated.

1.1.3. SRS and WRS

* The evaluation of an applicant may be based on his/her matric results or on some other attribute such as an artistic or craft test. The system can assist with the evaluation of applicants on the basis of school results, but any other evaluation must be done outside the system.

* The *SRS system of evaluation* (also known as the "*Swedish Rating Scale*") has been found useful for this purpose. Each symbol on a matric certificate is given a value, the

highest value being linked to an "**A**" symbol in the highest grade and lower values to all other possible symbols and grades. The total of these values for all the subjects of an applicant represents the *SRS score.* The values that are used in the calculations are shown in the Code Subsystem of the Student Information System, option {SCODE-6b1}. The user may amend these values if needed.

* Whilst the SRS score is useful for generally predicting academic achievement on the basis of matric results, some institutions prefer to weight certain subjects relative to others for particular qualifications. For example, in the case of engineering students the values for Mathematics and Physical Science may be weighted relative to other subjects.

* The system allows for this. The user defines as many *weighting scales* as are required for the different types of qualifications offered by the institution. In respect of each such scale (called a WRS or **"***Weighted Rating Scale"*) the subjects to be weighted, and the factor by which each subject is to be weighted, are specified in the Code Subsystem option {SCODE-6b2}.

* In respect of each qualification, the user must provide the applicable WRS code for the qualification at {SACAD-1b2}(see "Academic Structure Subsystem" Manual). The evaluation of applicants for that qualification will then be done with the specified weighting of subjects.

1.1.4. Admission Statuses

Admission statuses are defined under option {SCODE-26} and fully discussed in "Student Introduction and Code Subsystem" Manual. For this subsystem it is important to note that all admission statuses are, either (Y)es status's, implying that the applicant may register, even if some conditions still have to be met, or (N)o status's implying that the applicant may not register for the particular qualification.

In addition, the order in which the applicants for each status must be printed on some reports is also defined under option {SCODE-26}.

1.1.5. Financial Aspects

It is possible to automatically raise a debit in respect of an applicant when an application is entered in the system. The transaction events under option {FSAM-1} have to be set up correctly to handle this aspect (see "Student Debtors Subsystem" manual).

In addition it is also possible to preclude the entering of an application in respect of any person who has not yet paid a user-defined application fee.

1.1.6. General Procedure

The procedure for processing an application under this option is:

1. Create a Biographical Record

   (If the application is in respect of an existing student this is not required).

   This can be done under:

   – Option {SREGB-1} for a complete biographical record, OR
   – Option {SNAPP-2} for a brief biographical record, OR EVEN
   – Option {SREGB-4} for "Quick biographical".

   If either {SNAPP-2} or {SREGB-4} is used care should be taken to enter all the other information at {SREGB-1} as soon as possible. This information is important for reports and the working of the totally Student System.

2. Enter the Application Choices of the Applicant:

   – For academic admission under option {SNAPPA-1}
   – For residence admission under option {SNAPPA-2}

3. Decide on the academic admission of the applicants with the aid of Reports such as "Admission Status Report Menu" {SNAPP-22}, and "Individual Selection Report Menu" {SNAPP-23}.

   For residence admission of applicants, the "Residence Admission Report Menu" {SNAPP-28} can be used.

4. Enter the appropriate status codes for academic admission under option {SNAPPA-3} and for residence admission under option {SNAPPA-4}.

5. Letters confirming the acceptance or non-acceptance of applicants can be produced under menu {SLLL2}, "Application Documents".

Note: that applications from both prospective and existing students can be entered for any year of study.

2. APPLICATIONS SUBSYSTEM MENUS

2.1. SYSTEM CYCLE - APPLICATIONS {SNAPP-1}

The system cycles in respect of applications (cycle "**A**") and residence application (cycle "**P**") are controlled under this option. This facility allows for the control of the date interval during which applications for a particular year, block and offering type can be processed.

(There is an alternative option for controlling all system cycles in the student system under {SMNT-2})

Only Block 1 on this screen is relevant to this subsystem.

More than one record can be created in Block 1 indicating the various academic blocks and offering types for which applications can currently be processed.

Each record contains:

A. **Type** (A1) Only "**A**" and "**P**" type records (for academic and residence applications) may be processed from this option. With the insert of a new record, an "**A**" or "**P**" must therefore be entered in this field.

B. **Year** (N4) The calendar year is entered here.

C. **Block** (A2) The academic block for which this cycle will apply. Academic blocks are defined under option {SCODE2-1}. The available values can be viewed with the <LIST> function.

D. **Offering Type** (A2) The Offering Type for which the cycle 'A' will apply. Offering Types are defined under option {GCS-5}. The available values can be viewed with the <LIST> function. All valid Offering Types have to be added for all the Blocks.

E. **Exam Type** (A1) Supply the Exam Type for Cycle Type "M" only.

F. **Start Date** (DD-MON-YYYY) The start date for processing of these applications.

G. **End Date** (DD-MON-YYYY) The last date for processing of these applications.

Note: Applicants can only be **admitted** for cycles when the current date is between the Start and End dates. It is, however, possible to **enter applications** for any future cycle.

2.2. BRIEF BIOGRAPHICAL DETAIL {SNAPP-2}

* In the case of an *existing student* on the system, or even an *applicant from a previous application cycle that has not yet been deleted* under option {SNAPP-6}, there is no need for a biographical record to be created.
* In the case of *new applicants*, who will be allocated new student numbers, biographical records must be entered.

The following options are available:

2.2.1. The Full Biographical Record of the applicant can be entered under option {SREGB-1}.

Under this option the complete biographical detail of a student can be entered. This would imply that at the time of actual registration no additional biographical information would be required. The record of the applicant can contain information in all 11 blocks, including matric subjects, previous studies, certificates seen, etc. This process is fully discussed in "Registration Subsystem" Manual.

2.2.2. A Brief Biographical Record can be entered under option {SNAPP-2}.

If the institution receives many applications, of which only a relatively small percentage will eventually result in registrations, it would not be worthwhile to enter the complete biographical information of all applicants. This option provides an alternative where *only the information that is relevant to the selection process is entered.* It will then only be necessary to update the full biographical data in the case of those applicants that eventually register. The following information can be entered under this option:

Block 1 : Biographical Information

A. **Year** (N4) Application Year
B. **Date Entered** (DD-MON-YYYY) - displayed only
C. **Student Number** (N9)
D. **Receipt Number** (A10) - this is a non mandatory field
E. **Enquiry Number** (N7)
F. **User** (A8) – displayed only
G. **Title** (A5) - a <LIST> function is provided
H. **Surname** (A30)
I. **Alternative Surname** (A30) - this is a non-mandatory field
J. **Initials** (A6)
K. **First Names** (A40)
L. **Alternative Names** (A40) - this is a non-mandatory field

M. **Birth Date** (DD-MON-YYYY)
N. **Gender** (Male/Female) (A1)
O. **ID Number** (A13)
P. **Passport Number** (A15)
Q. **Employer Code** (A5) - a <LIST> function is provide
R. **Student Type** (A2) - a <LIST> function is provided
S. **Currency Code** (A5)
T. **Preferred Language** (English/Alternate) (A1)
U. **Group Code** (N2) - a <LIST> function is provided
V. **Additional Credits** (N4)
W. **Alien Indicator** (A1)
X. **Permit Number** (A15)
Y. **Expiry Date** (DD-MON-YYYY)
Z. **Research Grading** (A4) - a <LIST> function is provided
AA. **Matric Type** (A2)
BB. **Exam Number** (A15)
CC. **Central Application Office** (N9) - this is a non-mandatory field
DD. **School Code** (A6) - a <LIST> function is provided
EE. **Matric Date** (YYYYMM)
FF. **Interview Date** (DD-MON-YYYY) - this is a non-mandatory field
GG. **Interview Time** (N4) - this is a non-mandatory field
Block 2 : Contact Details Block
Block 3 : Address Details Block
Block 4 : Communication Details Block

These fields are a subset of the total biographical information that exists under option {SREGB-1}. They are more fully discussed in "Registration Subsystem" Manual.

Please note that if the country code in option {GCS-1} is set to "**IRL**", then the following fields are *not* mandatory:

- Birth Date
- Postal Code.
- Group Code

The following Blocks with additional detail are also available under this option.

Block 5 : Matric Subjects Block
Block 6 : Previous Studies Block
Block 7 : Previous Subjects Block
Block 8 : Certificates/Indicators Seen Block
Block 9 : Disabilities Block
Block 10 : Secondary School Information

These are also fully discussed in "Registration Subsystem" Manual. Note that the matric subjects and symbols should be entered under Block 5 of this option if the facilities for calculating WRS scores are to be utilised.

2.2.2.1. Specific Rules pertaining to option {SNAPP-2}

- This option is subject to the user restriction "**SBIO**" as set up in option {SMNT-5}. The validation control "**RV**" in option {SMNT-1b1} determines whether the control is done at Faculty or Departmental level and validation control "**RM**" also in option {SMNT-1b1} determines the control is done per Campus on a second level after Faculty or Department. The restriction is done on the primary qualification of a student, if the student is enrolled, or alternatively on the first application of the student. All records are displayed when a query is done, but the user may only update information in respect of those records that belongs to the faculty or department the user are linked to.

- The Disabilities Block, block 9 is subject to the user access "**SDIS**" as set up in option {SMNT-5}. The validation control "**RV**" in option {SMNT-1b1} determines whether the control is done at faculty or departmental level and validation control "**RM**" also in option {SMNT-1b1} determines the control is done per Campus on a second level after Faculty or Department. The restriction is done on the primary qualification of a student, if the student is enrolled, or alternatively on the first application of the student. The User can only see and update records that belong to the faculty or department the user are linked to.

- No records may be deleted from this option {SNAPP-2b1} by using the <DELETE A RECORD> key.

- Any changes to the surname, ID Number, Preferred Language and Student Type are written to a logfile and can be printed by option {SMNTL-1}, "Biographical Detail". Changes to matric subject detail (Block 5) are also written away to a log file and can be printed by option {SMNTL-1}, "Matric Subjects".

- All certificates which are created with an indicator "Insert = **Y**" in option {SCODE-22} will be automatically linked to every **new** student record which is created by using this option. Student is linked to the certificate with a seen indicator of (N)o.

- When a record is created in this option, the postal address will automatically be copied to the study address of the student.

- The validation "**EX**" ("Exclude External Students") will check against an entry in option {SREGL-3} to ensure that another institution did not exclude the student. The test is done on a combination of surname, first 10 characters of the ID number

and the birth date and a valid institution code. All these combinations must match before the test is active. If the validation is set to (**N**)o in option {SMNT-1}, the system will only warn the user. If the validation is set to (Y)es, the test will be fatal and the user will not be allowed to create a biographical record for the student.

– The system will use the calendar year of the largest application cycle to generate student numbers unless the user changes the calendar year. This value is displayed in the "Year" field.

– When the enquiry number is entered, the system will enter the title, surname, initials, preferred language and postal address as default values.

– When a student is queried in Block 1 and <NEXT BLOCK> is pressed, the system will automatically query the details of the student in that Block.

– When matric subjects are entered, the matric sitting will default to the matric date in Block 1, but the user can change this.

– The system will validate that "Previous Subjects Passed" {SNAPP-2b7} can only be entered in respect of a calendar year for which a record exists in Block 6.

– The <LIST > function on the postal code will automatically insert the name of the town in the last line of the address if this facility is used when the postal code field is empty. When the postal code is entered without the <LIST> function the last line of the address will not be updated.

– If the modulus 11 validation "**11**" in option {SMNT-1} is switched on, the system will validate that any new student number entered or generated complies with the modulus 11 check.

– A financial status {FSAC-1} that leads to action 'AA' will be linked to all the students automatically and if the student pays the admission fees the status will be removed. This status will be checked at Application to see if the student did pay his admission fees.

2.2.3. A Nominal Biographical Record can be created under, say, option {SREGB-4} ("Quick Biographical")

This option is not recommended in the normal operation of the Applications Subsystem, as it does not provide for sufficient information on the applicant to handle the application process. It may, however, be useful in the case where the "Academic Admission" validation '**AA**' or '**AF**' is set to (Y)es in option {SMNT-1b1}, and where suitable new students arrive on registration day. To speed up their admission,

this option can be used followed by the entry of the appropriate record under option {SNAPPA-3}. The complete record must then be entered on the system at the first opportunity.

2.3. APPLICATIONS AND ADMISSIONS MENU {SNAPP-3} / {SNAPPA}

2.3.1. Academic Application/Admission {SNAPPA-1}

Menu {SNAPPA} options 1 and 3 both lead to similar screens on which the academic application choices of applicants can be processed. Option {SNAPPA-1}, however, allows only for the application choices to be entered, whilst option {SNAPPA-3} allows for both the entering of the choices as well as for the allocation of selection status's to applicants.

In cases where the whole processing of applications is done within a single office, only option 3 need to be used.

When decisions on applications are decentralised option {SNAPPA-1} will be used to enter the applications, and when the decisions on selection are made at faculty or school office option {SNAPPA-3} can be used to record the decisions.

The following discussion covers both these options.

Block 1: BIOGRAPHICAL INFORMATION

The applicant or student is **queried** here, either on his/her student number or on any other biographical information that is available on the screen. The fields are:

Student Number
Title
Initials
Surname
Gender

The above fields are not updateable under this option. The following two fields should be updated in the case of cancellations.

Date Cancelled (DD-MON-YYYY)
Cancel Reason (A1)

* The "Date Cancelled" is entered if the applicant cancels his/her total application. When a date is entered here, the system will check that the applicant has not yet been admitted either academically or to a residence for any of the current application cycles

in option {SNAPP-1}. If so, the application status will have to be changed to a (N)o status before the date can be entered. Once a date has been entered here, the system will not allow status changes to a (Y)es status for this student. The cancellation date and reason entered here will be updated on the Academic and Residence Applications.

* The cancellation of an application can lead to a credit on a student's account. It is, however, possible to "un-cancel" by removing the cancellation date and <COMMIT>ting. This will result in any fees being entered on a student's account. An entry is then made in the cancellation log file and Report {SMNTL-1}, "Un-cancel Applications" will display these entries.

* "Cancellation Reasons" are defined under option {SCODE-25}. The available values can be viewed with the <LIST> function. A suitable reason code can be entered here, but it is not mandatory.

Block 2: ACADEMIC ADMISSION

This Block is used for:

* the initial entering of the application details of an applicant in terms of the Qualifications, Offering Types and Periods of Study being applied for,

Under option {SNAPPA-3} only for

* the subsequent recording of application status's when decisions on the application are made;
* possible changes in status, say due to the cancellation of an application.

When the cursor is moved to this Block, the system will display any existing application records for this student for application cycles that are currently active under the "Applications System Cycles" {SNAPP-1}, as well as applications in respect of future cycles. (Option {SNAPP-6} allows the deletion of old records). If no records exist, the user may enter records with the following fields:

A. **Year** (N4) The calendar year for which the applicant applies

B. **Blk** (A2) The Academic block for which the applicant is applying is entered here. Applications for future academic blocks may be entered.

C. **Qualification** (A6) The code of the Qualification for which the student applies. The name will be displayed below. The system will validate that the qualification is active on the Academic Structure for the year of application.

D. **Campus** (N2) The Campus code for which the student applies. If this field is left blank and the Offering Type is entered then the Campus will be displayed automatically.

E. **Offering Type** (A2) The Offering Type of the qualification for which the student applies.

F. **Per of Study** (A1) The Period of study of the Application.

Note: The system will allow applications to be entered for any combination of the Qualification, Offering Type and Period of Study fields that are defined under option {SACAD-1b6} in the Academic Structure for the year of the application.

G. **Choice** (N1) Up to 9 choices may be entered in the order of preference of the applicant.

H. **Status** (A1) This field can only be updated from option {SNAPPA-3}. During the initial entry of the records this field can be left blank to indicate that the application has not yet been processed. "Admission Status's" are defined under option {SCODE-26}. When decisions have been made, the appropriate status codes can be entered. The system will not allow more than one (Y)es status to be entered in respect of all the choices of an applicant for a particular block.

* There will also be changes in fees when the status is changed between "admittance" Yes and No statuses.

When computer selection is done, the system will insert a (Y)es code ("Computer Selected") in this field for the selected applicants.

I. **WRS Score** (N4) If Matric Subjects have been entered for a student and the calculation of the scores have been triggered, the WRS scores in respect of each qualification choice will be displayed. WRS scores are calculated on the basis of matric symbols and the weights and scores specified under options {SCODE-6}. The values cannot be updated, but can be re-calculated if, say, a new set of symbols has become available.

J. **Subject Option** (A3) Not updateable. Field has been discontinued.

K. **Random number** (A3) Not updateable. Used by clients with country code 'IRL'. The program calculating the WRS scores will update this number. It is just a random number that will be added at the back of the WRS score to make it a 6-digit number. The result of this is that if two people do have the same WRS score then the person with the biggest random number will then be selected. This is an objective way of making a choice between two students that have equal WRS scores.

L. **Agreement** (A4) Payment Agreement for this application, the <LIST> function will display valid values as defined at {FSAM-24}.

Note: With creating new records, ensure that the student knows that he/she has to re-confirm his/her existing payment agreement with the Finance Department of the Institution.

M. **Cancel Date** (DD-MON-YYYY) Cancel Date of this Application.

N. **Cancel Reason** (A1) Cancel Reason for this Application, the <LIST> function will display valid values as defined at {SCODE-25}.

Note: It is **not possible** to delete individual records in this option. Cancel Date and Reason have to be entered. Erroneous records can be amended with respect to the qualification code, offering type and period of study. No changes to the year and block code are allowed.

O. **View Residence Admission**
No updating of information in this Block can be done under these options, but only under options {SNAPP-2/4}. When a student has been queried in Block 1 and <NEXT BLOCK> is pressed, the information in this Block will be displayed whilst the cursor will move to Block 3.

Block 3: SERVICE CENTER, WRS-SCORES AND PLANNED SUBJECTS
<NEXT BLOCK> is pressed; three fields can be entered on. Link Service Centres, Calculate WRS, Generate Planned Subjects (Y)es, (N)o or Enter (M)anualy.

A. **Link Service Centres**.
If (Y)es is entered and <ENTER> is pressed the system will display a different screen. The following information is required:

A. **Year** (N4) The calendar year for which the applicant applies.

B. **Block** (A2) The block for which the applicant applies. The <LIST> function will display all blocks that the applicant has applied for in block 3.

C. **Act. Code** (A4) The activity code for which the applicant applies. The <LIST> function will display all codes created at {SDSERC-3}. The description will be displayed when the code is entered.

D. **Centre Code** (A6) The service centre code for which the applicant applies. The <LIST> function will display all codes created at {SDSERC-4}. The description will be displayed when the code is entered.

Note: <EXIT> will bring you back to the previous screen.

B. **Calculate WRS.**
If a (Y)es is entered and <ENTER> is pressed, the system will re-calculate the WRS scores of the applicant. To see the re-calculated scores, Query student on the first block press <NEXT BLOCK> to retrieve the information from the database.

C. **Generate Planned Subjects (Y)es, (N)o or Enter (M)anualy**
The planned subjects of the applicant may be entered. (Y)es in this field will generate subjects with the rules according to the validations "**GA**, **GB** or **GC**" that is set to 'Y' in {SMNT-1}. (M)anualy will allow the user to enter the subjects one by one.

Block 1: Planned Subjects

The following information is required:

A. **Student** (N9) Enter the student number. The name and initials will be displayed

B. **Year** (N4) The calendar year for which the applicant applies

C. **Qualification** (A6) The qualification code which were entered in the third block <LIST> function will display the valid values.

D. **Qualbc** (A2) The Qualification block for which were entered in the third block, will be entered automatically if <LIST> function were used on Qualification.

E. **Subject** (A7) The code of the planned subject for which the student applies. The name will be displayed. <LIST> function will display valid codes

E. **Subj Block** (A2) The Subject block for which the student applies, will be entered automatically if <LIST> function was used on Subject.

F. **Offering Type** (A2) The Offering Type for which the student applies, will be entered automatically if <LIST> function was used on Subject.

G. **Admit** (A1) The <LIST> function will be available, to indicate the admit status of the applicant.

H. **Date** (DD-MON-YYYY) The system date will default when this record is created.

Block 2: Validate Pre/Co-Requisites

A. **Validate Pre/Co-Requisites** (Yes/No) When the Yes button is clicked and entered then the system will give the report on all the errors on Pre-requisites, Exposure, Co-Requisites and Substitute Subjects as defined at {SACAD-1b13}

Note: <EXIT> will bring you back to the previous screen.

2.3.1.1. Specific Rules Pertaining To Option {SNAPPA-1/3} – Planned Subjects

1. The system will still apply the rules according to the validations "**GA**, **GB** or **GC**" that is set to 'Y' in {SMNT-1}
   GA - Generate all Subjects/Modules for Study period of the Qualification
   GB - Generate Subjects/Modules for Same Block as the Qualification
   GC - Generate Compulsory Subjects/Modules for the Qualification

2. The student will apply for a qualification at {SNAPPA-1/3}. If the applicant has an admit status leading to (Y)es (see {SCODE-25}), the qualification information will appear automatically, when the student number is entered at {SREGAR-1}. Planned subjects can be linked to a student even if the qualification doesn't have a status, and s/he can be registered for those subjects. The difference being that the qualification information will not appear automatically because qualification is not admitted.

3. "Planned subjects" is a separate program appearing between block 3, WRS scores, and block 4, logfile, at {SNAPPA-1/3}.

4. The student number will appear automatically when the user enters the planned subject block.

5. The qualification in this block has to exist in block 2 of the same option. A <LIST> function will reveal the Qualification, Block, Offering Type, Study Period and Choice, applicable to the qualifications as entered in block 2. Therefore the planned subjects can be linked to any of these qualifications.

6. The field "QUALBC" will indicate the block of the qualification punched in at block 2 and will be entered automatically if the <LIST> function is used at the Qualification.

7. The subject block can differ from the block applicable to the qualification.

8. Only active and Exam Only subjects, as composed in the curriculum, may be linked to the qualification. (If the user should make the subject inactive on the curriculum, the registration program will validate the subject and through the subject out.) Therefore the LOV of the subjects will list only the following subjects:
   - all subjects linked to the block and year in {SACAD-1b12},
   - all subjects which are active or exam only concerning the qualification in {SACAD-1b14}.

9. The offering type will be for the subject, as available for the subject/qualification combination in the curriculum, But, only for those subjects linked to the block as explained in the previous paragraph.

10. Only subjects linked to a status, leading to a (Y) will be accommodated in the registration program {SREGAR-1}.

11. As soon as all the subjects has been entered and committed, the user can move to the next block and enter (Y)es, to validate whether the student complies to the prerequisite as indicated in the Academic Structure. The validation concerning the planned subjects is different from the validation during registration. The validations at the registration program see to it that the student has passed the prerequisite subject (except if it is an Exposure subject.) At the planned subjects it is validated that the student must be registered for the prerequisite subject, due to the fact that planned subjects, concerning applications is entered before examinations are written. The validation can be done more than once, if for example it is decided to give another status to a subject, or to delete a record concerning a subject or to add a new subject at a later stage. The validation field has to be changed from (N)o to (Y)es. Errors concerning the validation will appear in the form of a report on the screen. It is the responsibility of the user to go to the planned subject screen and to delete the record of the subject because the student does not comply with the requirements concerning that subject.

12. The user has to specify during registration a “Planned Subjects” in the field “GENERATE SUBJECTS” in order for all the admit subjects to be identified. Remember that if the student has not passed one of the prerequisite subjects during the last examination, the current registration will reject that planned subject.

13. A financial status {FSAC-1} that leads to action ‘AA’ will be linked to all the students automatically and if the student pays the admission fees the status will be removed. This status will be checked at Application to see if the student did pay his admission fees. If the status is still on the student’s record then the student won’t be allowed to apply.

Block 5: STATUS CHANGES

A query on this Block will display all the changes that have been made in Block 3 in inverse chronological sequence (last changes first).

The initial insert of the first records would create "NEW" records; each subsequent change would create a pair of "OLD" and "NEW" records with the same date and time.

The following fields are displayed:

A. **Change Date and Time** (DD-MON-YYYY + HH:MM) The date and time of the change.

B. **Status** "**OLD**" or "**NEW**" will be displayed to indicate the situation before and after the change. Inserts (new records) will have an "**INS**" entry whilst deletions will be indicated by "**DEL**".

C. **User** The username of the person who made the change.

D. **Data Changes** A total of seven codes and values will be displayed. The codes are:
   - YR – Year
   - BL – Block
   - QL – Qualification
   - OT – Offering Type
   - PS – Period Of Study
   - CH – Choice
   - ST – Status
   - CD – Cancellation Date
   - CR – Cancellation Reason

   When comparing the corresponding values of the "**NEW**" and "**OLD**" records of the same date and time, it is possible to determine exactly what was changed at that time.

Note: The entry of applications is validated against the corresponding calendar year on the Academic Structure to check whether the qualification applied for is active or not, and that the combination of qualification, block and offering type exists.

2.3.1.2. Specific Rules Pertaining To Option {SNAPPA-1/3}

– Applications can be entered for any active application cycle or any future application cycle, but not for previous cycles.

– Admission status's can only be linked to an application for a valid application cycle.

- The qualification/offering type/block code combination must exist on the Academic Structure for the year for which the application is entered.

- **No update or delete of student information is allowed in Block 1**, except for the cancellation date and reason. An applicant can only be cancelled if no application for a current cycle is admitted. Once an applicant has a cancellation date, no changes may be made to the individual applications.

- When a student is queried in Block 1 and next block is entered, the record for the student is displayed in Blocks 2 with the highest calendar year first.

- Financial transactions can be generated when an application is processed by setting transaction event "**01**" field **Generate** to (Y)es in option {FSAM-1b2}. It is the user's choice if fees have to be generated for all qualifications or just one per campus or not at all.

- If the validation "**AB**" (Check for minimum amount paid) is set to (Y)es in option {FSAM-3}, the system will check for the following fields **CT Trans. Type, Amount, CB Trans. Type and Test CR Trans.** on event "**01**" {FSAM-1b2} before an application is processed.

- If the validation "**EX**" ("Exclude External Students") is set to (Y)es in option {SMNT-1}. The test is done on a combination of surname, first 10 characters of the ID number, the birth date and a valid institution code, whether another institution in option {SREGL-3} may have excluded the student. If the validation is switched on, the system will not allow the user to create the application, or if the application has already been entered, the user may not update the admission status to admitted, but if the validation is set to (**N**)o only a warning will be given.

- If a student has a status that leads to action "**AR**" ("Stop Academic Application / Registration") linked in option {SREGL-2}, the system will do the validation when the year is entered for new applications as well as on the update of the status to admit.

- If the validation "**QU**" ("Check Quota per Qualification/Offering Type") is set to (Y)es in option {SMNT-1}, the system will validate on the update of the status to admit that the quota as specified in option {SACAD-1b6} is not exceeded.

2.3.2. Residence Application/Admission {SNAPPA-2}

Options 2 and 4 of menu {SNAPPA} both lead to similar screens on which the residence application choices of applicants can be processed. Option {SNAPPA-2}, however,

allows only for the application choices to be entered, whilst option {SNAPPA-4} allows for both the entering of the choices and for the allocation of selection status's to applicants.

In cases where the entire processing of applications is done within a single office, only option 4 needs to be used. Both options 2 and 4 can be used in the case where applications are received in a central office (option {SNAPPA-2}) but where the decisions on selection are made on a decentralised basis at faculty or school offices (option {SNAPPA-4}).

The following discussion covers both these options. Residence Admission records can be entered in respect of any student or applicant for whom a biographical record exists. Entering of residence applications are controlled via the system cycle "**P**" for residence applications, see 1.3 above.

Block 1: BIOGRAPHICAL INFORMATION

The applicant or student is **queried** here, either on the student number or on any other biographical information that is available on the screen. The fields are:

Student Number (N9)
Title (A5)
Initials (A6)
Surname (A30)
Gender (A1)
Date Cancelled (DD-MON-YYYY)
Cancel Reason (A1)

If a "Date Cancelled" exists, it implies that this application has been cancelled under options {SNAPPA-1/3}. Such an applicant cannot be admitted to a residence. A message will be displayed "This student's application has been cancelled" and no record will be displayed

A <NEXT BLOCK> will query Block 2 and leave the cursor in Block 2. Only records in respect of the current and future application cycles as per option {SNAPP-1} will be displayed.

Block 2: RESIDENCE ADMISSION

A. **Calendar Year** (N4) The calendar year for which the applicant applies.

B. **Residence Block** (A2) The combinations of blocks and calendar years that are currently valid, are defined under option {SNAPP-1}. The <LIST> function displays all valid blocks for the institution. *Please note that all the blocks displayed are not necessarily applicable to residence registration.*

C. **Residence** (N4) The Residence Code of the preferred residence of the applicant. The name will be displayed. The <LIST> function will display all valid building codes. *Please note that all buildings are displayed and not only residences*.

D. **Floor and Room Number** (N2, A7) The floor and room number that were allocated to the applicant can eventually be entered in these fields. The fields are not mandatory and can be left blank. The <LIST> function will display the valid floors for the building code entered and the valid rooms for the building/floor combination. *There is no validation at registration that a student must be registered for the floor and room number, which has been allocated here*.

E. **Choice Number** (N1) An applicant may enter a number of application choices in respect of the same Year and Residence Period. They should be numbered in sequence of preference.

F. **Single/Double Room** (N1) This field can be used to indicate whether the student would prefer a single or double room. There is, however, no validation at registration that a student has been registered in a "1" single or "2" double room.

G. **Status** (A1) The admission status of the applicant in respect of this residence choice. Admission statuses are defined under option {SCODE-26}. The system will validate that the same applicant is not admitted to more than one residence at the same time. The <LIST> function will display all admission statuses, which can be used.

H. **Cancel Date** (DD-MON-YYYY) Cancel Date of this Application.

I. **Cancel Reason** (A1) Cancel Reason for this Application, the <LIST> function will display valid values as defined at {SCODE-25}.

J. **Agreement** (A4) Payment Agreement for this application, the <LIST> function will display valid values as defined at {FSAM-24}.

Note: When creating new records, ensure that the student knows that he/she has to re-confirm his/her existing payment agreement with the Finance Department of the Institution.

K. **View Academic Admission**
The detail of the academic admission of applicants can be seen in this Block who will be queried automatically with Block 2. Under this option no updating in this Block is allowed, this is done under option {SNAPPA-1/3}.

Block 3: CALCULATE WRS SCORES

If a (Y)es is entered and <ENTER> is pressed, the system will re-calculate the WRS scores of the applicant. To see the re-calculated scores, Query student on the first block press <NEXT BLOCK> to retrieve the information from the database.

Block 4: STATUS CHANGES

A query on this Block will display all the changes that have been made in Block 2 in inverse chronological sequence (last changes first).

The initial insert of the first records would create "INS" records; each subsequent change would create a pair of "OLD" and "NEW" records with the same date and time.

The following fields are displayed:

A. **Change Date** (DD-MON-YYYY, HH:MM) The date and time of the change.

B. **Status "INS"**, "**OLD**" or "**NEW**" will be displayed to indicate the situation before and after the change.

C. **User** The username of the person who made the change.

E. **Data Changes** A total of eight codes and values will be displayed. The codes are:
- YR – Year
- BL – Block
- BU – Building Code
- FL – Floor
- RM – Room
- CH – Choice
- ST – Status
- SA – Seats
- CD – Cancellation Date
- CR – Cancellation Reason

When comparing the corresponding values of the "**NEW**" and "**OLD**" records of the same date and time, it is possible to determine exactly what was changed at that time.

2.3.2.1. Specific Rules Pertaining to options {SNAPPA-2/4}

- Applications can be entered for any active residence application cycle (**P**) or any future application cycle, but not for previous cycles. Only one application is possible for a combination of calendar year, block and residence code.

- Admission status's can be linked to an application only for a valid application cycle.

- The Residence must exist in the Space System {SPCS-4} before any records can be processed. The floor and room combination must exist in {SPOPS-1} before these values can be entered.

- No update or delete of student information is allowed in the first Block. An applicant can only be cancelled via the academic application options {SNAPPA1/3}. Should the user wish to cancel a residence application, a cancellation date and reason can be entered. No changes can be made to the records of a student who has been cancelled in block 1

- To enter a cancel date and reason the status can't be a status that leads to a 'Y'.

- When a student is queried in Block 1 the record for the student is displayed in Blocks 2 with the highest calendar year first.

- **No residence application may be deleted**, due to the fact that financial transactions may have been generated.

- Financial transactions can be generated when an application is processed by setting transaction event "**19**" to **Generate** (Y)es in option {FSAM-1b2}. It is the user's choice if a fee has to be generated for all residences or just one per campus or not at all.

- If the validation "**BH**" ("Check for Minimum Amount Paid") in option {FSAM-3} is set to (Y)es, the system will validate for a minimum amount to be paid by the student. The minimum amount is entered on the transaction event "**19**" {FSAM-1b2} with the following fields **CT Trans. Type, Amount, CB Trans. Type and Test CR Trans.**.

- If a status code linked to action "**HA**" ("Stop Residence Application/Registration") is linked to a student in option {SREGL-2}, the system will do the validation when the year is entered of a new application as well as on the update of the status to admitted.

- If the validation "**EX**" ("Exclude External Students") is set to (Y)es in option {SMNT-1}. The test is done on a combination of surname, first 10 characters of the

ID number, the birth date and a valid institution code, whether another institution in option {SREGL-3} may have excluded the student. If the validation is switched on the system will not allow the user to create the application, or if the record exists the user may not set the status to admitted, but if the validation is set to (N)o only a warning will be given.

– If the validation "**AH**" ("Residence Application on Academic Application") is set to (Y)es in option {SMNT-1}. The system will validate if a record exist for Academic Application when a record is entered at {SNAPPA-2}, OR, at the update of the status to admit at {SNAPPA-4} that the Academic Application was admitted.

2.3.3. Academic Application/Admission {SNAPPA-3}

This process is fully discussed above in option {SNAPPA-1}.

2.3.4. Residence Application/Admission {SNAPPA-4}

This process is fully discussed above in option {SNAPPA-2}.

2.3.5. Computer Selection {SNAPPA-5}

* Computer selection, and the admission of applicants on the basis of that selection, will be done automatically when this option is executed. Computer selection is done on the basis of the WRS scores as well as additional credit, and takes into account *only the first two qualification choices of a student*.

* The user is requested to specify the *year, academic block and offering type* for which the computer selection is to be made. This combination must currently be active in the system cycle option {SNAPP-1} for application cycle "**A**".

* Computer selection will not reset any admission status, which already appears on a student's record, but will only select students who have no status at all in any of their choices. Places will be allocated until the quota has been filled for a particular qualification/offering type/period of study combination as per option {SACAD-1b6}.

* When Computer Selection is executed, the user must supply the range of student numbers for whom the WRS calculations must be done before the selection is made. In this way applicants for whom the calculations have already been done, can be omitted. If in any doubt it would be better to re-calculate all the scores. *WRS scores can be calculated for a range of students, for a specific block code, for a specific qualification code or all and offering type, but computer selection can only be done per year, block code and offering type*.

* The system will then calculate the number of available places by subtracting the admitted students from the quotas as set under option {SACAD-1b6}. All admitted

statuses are then counted (i.e. any status, which leads to (Y)es). *When* ***counting*** *admitted statuses, all choices are taken into account.*

* When computer selection is done, the system will firstly fill the available places for all first choices. It will then check through the second choices of students. A student who was not admitted to his/her first choice, but whose WRS score for the second choice is higher than another student who was selected on first choice for the particular qualification, will be admitted and the other student not.

* Only one admission status as supplied with the system is used when computer selection is done, i.e.

  (Y): Computer Selected

Refer to {SCODE-26} in the "Student Introduction and Code Subsystem" Manual. *No residence selection is done by this option.*

* The reports {SNAPP2-2} *"Admission Status Report"* and {SNAPP3-2} *"Individual Selection Report"* will display which applicants have been selected.

* The user can add to or delete from this selection by using the option *"Academic Admission"* {SNAPP-3}.

Computer Selection {SNAPPA-5}

Computing of WRS

USER SELECTION: Start student number
End student number
Block Code
Qualification Code or All
Offering Type or All
CAO run number or <ENTER> for All

PRINT SEQUENCE: Per student number

SYSTEM SELECT: Numbers between the range provided in option {SNAPPA-1/3}

```
10-FEB-2000                          INTEGRATED TERTIARY SOFTWARE                          PAGE :   1
PROGRAM: i35ccc.pc                  Compute WRS Scores
                                   From Student 0 To 999999999
                                    For Year: 2000 Block: 0 Offering Type: ALL
                                    For Qualification: ALL Run: ALL

Student                            Qual                      Block Choice Additional WRS       Manual     Random
Number   Surname                   Code   Description        Code  Number Credit     Score     WRS Score  Number
-------- --------------------------------- ------- -------------------- ----- ------ ---------- ---------- ---------- ----------
1234567  DR. S Hugo                100A-1 B DOSMESTIC SCIENCE  0     1      0          0
9110033  PROF FET MAFUMO           BSC B  BSC BIOLOGICAL SCIEN 0     1      0          2
9110033  PROF FET MAFUMO           EDP    ELECTRONIC DATA PROC 0     2      0          0
200000078 MR M hanekom             100A-1 B DOSMESTIC SCIENCE  0     1      0          0
200000179 ME S SMITH               DSPORT DIPLOMA IN SPORT MAN 0     1      0          0
200000322 MNR D JORRISEN           DSPORT DIPLOMA IN SPORT MAN 0     1      0          0
200000330 MNR D JORDAAN            DSPORT DIPLOMA IN SPORT MAN 0     1      0          0
200000923 MRS D BASSON             DSPORT DIPLOMA IN SPORT MAN 0     1      0          0
200001167 MNR N Botha              KIOSK  ND KIOSK             0     1      0          0
200001205 MRS. S. de Kooker        100A-1 B DOSMESTIC SCIENCE  0     1      0          0
200001345 MR J PANSEGROUW          100A-1 B DOSMESTIC SCIENCE  0     1      0          0
200100310 DR. H DE NIE             100A-1 B DOSMESTIC SCIENCE  0     1     99        207
200100312 MEV M JANSEN VAN VUUREN  100A-1 B DOSMESTIC SCIENCE  0     1      0          0
200100312 MEV M JANSEN VAN VUUREN  B AGR  BACHELOR OF AGRICULT 0     2      0          0
200100313 MR J BARKLEY             100A-1 B DOSMESTIC SCIENCE  0     1      0          0
977777775 MEV MM JANSEN VAN VUUREN 100A-1 B DOSMESTIC SCIENCE  0     3      0          0
977777776 MR AO TERRY              MEGING MEGANIESE INGENEURSW 0     1      0         36
977777776 MR AO TERRY              100A-1 B DOSMESTIC SCIENCE  0     2      0         72
977777777 MEV EC BREYTENBACH       100A-1 B DOSMESTIC SCIENCE  0     2      0          0
977777778 MEJ E....* JANSEN VAN VUUREN..... 100A-1 B DOSMESTIC SCIENCE  0     1      0          0
977777779 MR R JANSEN VAN VUUREN   100A-1 B DOSMESTIC SCIENCE  0     4      0          0

End Of Update
```

Computer Selection

USER SELECTION: Calendar Year For The Selection
Block Code For The Selection
Offering Type For The Selection

```
Validation Report - Make Computer Selection

End Of Update
```

2.4. INDICATE MAJOR SUBJECT FOR STUDENTS {SNAPPA-6}

In the year 2000, the South African Department of Education as a replacement of the SAPSE Reporting System implemented the HEMIS System. The HEMIS specification regarding major areas of students in the HEMIS system differs slightly from the interpretation and is currently implemented for the SAPSE programs.
The students now have to indicate their intended major subjects, which can be done with at this option.

A. **Student Number** (N9) Enter the Student Number of the student to link the Major Subjects. The student title, initials and surname will display.

B. **Year** (N4) The calendar year is entered here. This will be the year that the student is registered or applied for.

C. **Qualification Code** (A6) Enter the Qualification Code that the student is registered or applied for. The available values can be viewed with the <LIST> function.

D. **Subject Code** (A2) Enter the Subject that will be the student's major subject for this qualification. The available values can be viewed with the <LIST> function. All subjects that have been marked as "Major subjects" on the Curriculum will be valid here.

When a new registration is done, the system will check if there is a record for this student for the previous year for this qualification and then insert the same record for the new year for this student.

2.5. GENERATE STUDENT NUMBERS {SNAPP-4}

The use of modulus 11 student numbers on the system is optional.

* If the validation "**11**" of modulus 11 student numbers is de-activated in option {SMNT-1b1}, any unused number can be used for a new student number.

* When this option is selected, the system will first ask for "Start with (U)ser Defined Number or (L)ast Number Generated". The user is given a choice to generate only modulus 11 numbers. If the system is set to operate on modulus 11 numbers, on average only every eleventh number will be used. In order to generate 100 valid numbers, the difference between the first and the last number should be about 1100. **Please note that the system does not keep record of numbers already generated; this control must be exercised outside the system.** *The system does, however, keep control of the highest student number, which has actually been allocated to a student under option {SMNT-7}.*

* It is often found useful to reserve the first two digits of the number for the year of first registration of the student. This is, however, not a requirement of the system.

* It may be prudent to use the computer-produced list as a control list, by writing down the names of the applicants against the numbers as they are allocated. This would avoid the problems caused by duplicate student numbers.

NOTE: When using the Last Generated Student Number to generate new student numbers, the user should please ensure that before running this option they know what the last generated number is for the year that will be used in this option. The Last Generated Student Number can be found at {SMNT-7}.

List of Generated Student Numbers {SNAPP-4}

USER SELECTION: Start with (U)ser Defined Number or (L)ast Number Generated
When (U)ser Defined Number then enter:
Start student number
End student number
Generate only modulus 11 numbers (Y/N)
When (L)ast Number Generated then enter:
Enter Year for which Student Numbers must be generated
End student number
Generate only modulus 11 numbers (Y/N)

PRINT SEQUENCE: Per student number

SYSTEM SELECT: Numbers between the range provided in option

```
   Modulus 11 Student Numbers From 600000000 To 600000099


600000005
600000016
600000027
600000038
600000049
600000060
600000093
```

2.6. DELETE UNWANTED RECORDS {SNAPP-5}

This option is used to delete the personal detail (as for instance created under option {SNAPP-2}) in respect of applicants that did not register.

Before this option can be run successfully, the application records of these students must first be deleted under option {SNAPP-6}.

Biographical records will not be deleted in respect of any person who:

- has any remaining academic application records under option {SNAPPA-1}
- has any remaining service centre records under option {SNAPPA-1}
- has any remaining residence application records under option {SNAPPA-2}
- has existing (non-accumulated) account transactions
- has a registration record under option {SREGAR-1}
- has a residence registration record under option {SREG-4}
- has any bursary application criteria under option {FBLO-4}
- has a record in the meal subsystem {CMEO}.

USER SELECTION: None

PRINT SEQUENCE: Random

SYSTEM SELECT: All students with biographical records but no transactions in the tables as listed above

02-FEB-2000 INTEGRATED TERTIARY SOFTWARE Page: 1
Program : i3mrpt.rdf Student Applications - Delete Unwanted Records

Student Number	Name	Comment
990001480	H SWANEPOEL	Deleted
990001482	S Marais	Deleted
200100303	D MALAN	Deleted
200100305	D MALAN	Deleted
200100306	D OPPERMAN	Deleted
200100308	W PRETORIUS	Deleted
200100301	D SWART	Deleted
200100302	D STEWARD	Deleted
200001100	D VOGEL	Deleted
200001104	F VAN ROOYEN	Deleted
199012345	HJ De Nie	Deleted
199901255	S Wadvalla	Deleted
200001090	L MOOLMAN	Deleted
200001091	L KOTSE	Deleted
200001092	L MAREE	Deleted
200001096	L PAULS R	Deleted
200001097	L PUTTER R	Deleted
200001099	D UYS	Deleted
200001115	HJ DE NIE	Deleted
200001117	JJ VAN DER BANK	Deleted
200100335	H DE NIE	Deleted
200001124	P POTGIETER	Deleted
200001132	L MARAIS	Deleted

End Of Report

2.7. DELETE OLD APPLICATION INFO. {SNAPP-6}

This option is used after the completion of a cycle of applications when everybody who applied was either registered or did not register.

When the option is run the entire academic and residence application as well as the service centre records for the specified year and block under options {SNAPPA-1 to 4} will be deleted. *The biographical records of applicants will not be deleted with this option - which is done under option {SNAPP-5} after this option has been executed.*

The system will only delete records prior to the current SAPSE year as specified in option {STMNT-1}.

USER SELECTION: Calendar Year
Block Code

PRINT SEQUENCE: Random

SYSTEM SELECT: Records in options {SNAPPA-1 to 4}

02-FEB-2009 INTEGRATED TERTIARY SOFTWARE Page : 1
Program : i38rpt.rdf Delete Old Application Information
For Calendar Year : 1998 And Block : 0

Number Of Students Deleted From Academic Application : 2538

Number Of Students Deleted From Hostel Application : 549

Number Of Students Deleted From Service Centre Application : 1443

End Of Report

2.8. MATCH EXAM NUMBERS {SNAPP-7} / {SNAPPM}

The **downloading** of matric results can be done by the Institution or by ITS. The downloading is not done by any option in the system but by programs running from the command line. After the downloading is done the system assists the users in matching the students with applicants, and provides the facility to copy the matric results from the tape to the biographical record of a student. These aspects are handled via options {SNAPPM-1-3}.

2.8.1. Match Exam Numbers {SNAPPM-1}

This option consists of 5 Blocks of information, which will assist the user to match applicants to the students on the tapes and updating the data on the student's Biographical record. Before this option is used, the tapes should be downloaded into the database. The sequence of events should be as follows:

* Download the biographical information supplied on tape into the table in **Block 3**, "External Matric Information"
* Download the matric subject information into the table in **Block 4**.
* These applicants can be selected by entering the following information in the control **Block 1.** The information of the applicants is displayed in **Block 2**. :

The sequence of this option is as follows:

2.8.1.1. Application Information {SNAPPM-1b1}

This is a control block from where the applicants can be selected

A. **Year** (YYYY) The year in respect of which applications are being evaluated.

B. **Block** (A2) The block for which applicants are being evaluated.

C. **Matric Date** (YYYYMM) The year and month of the matric examination on the applicants Biographical record.

D. **Authority** (A2) The matriculation authority with whose records you wish to deal

2.8.1.2. Biographical Information {SNAPPM-1b2}

The following biographical information of the applicant is displayed. Students with the same Matric Date and Matric Authority as entered on the first block, on their biographical record will be displayed:

A. **Exam Number** (A15) The matric examination number of the applicant

B. **Identity Number** (A13) The identity number of the applicant

C. **Student Number** (N9) The student number of the applicant

D. **Birth Date** (DD-MON-YYYY) The birth date of the applicant

E. **Surname** (A30) The surname of the applicant

F. **First Name(s)** (A40) The first names of the applicant

2.8.1.3. Certificate Information {SNAPPM-1b3}

This is asking for information that will be used to match the student from the tape data to the biographical data manually.

A. **Check on** (A1) The choice should be make here to match the data from the tape to the biographical record per Exam number **or** ID number **or** Surname, Names and Birth date.

B. **Update Certificates** (Yes/No) (A1) Should the Certificate Seen block of the Student's Biographical record be updated Yes or No. If No is entered then the next two fields won't be updateable.

C. **Certificate Code** (A2) Enter the Matric Certificate Code that should be inserted into the Certificate Seen block on the student's Biographical record.

D. **Certificate Seen Indicator** (Yes/No) (A1) Should the record or the Matric Certificate be inserted with a Yes or No at the Seen Indicator.

2.8.1.4. Student Information {SNAPPM-1b5}

This block displays the information as downloaded from the tape and the only field that can be updated is the "Copy Student" field.

A. **Exam Number** (A15) The matriculation examination number supplied by the examination authority.

B. **Identity Number** (A13) This is die identification number of the matriculant.

C. **Birth Date** (DD-MON-YYYY) The birth date of the matriculant.

D. **Surname** (A30) The surname of the matriculant.

E. **First Name(s)** (A40) The first names of the matriculant.

F. **Copy** (A1) This facility can be used to manually match an applicant's information by comparing the information in Blocks 2 and 4. The user can then update the exam number of the applicant (if this was incorrect or missing) on block 2, and do a manual copy of the matric results to the matric detail of the applicant by entering a (Y)es in this field.

2.8.1.5. External Matric Subject Information {SNAPPM-1b6}

This block displays the information as downloaded from the tape.

A. **Exam Number** (A15) The matriculation examination number supplied by the examination authority.

B. **Subject Code** (A10) The matric subject code. It may be necessary to create a conversion table for the matric subject codes used by the institution, option {SCODE-5}, and the subject codes supplied by the examining authority, option {GOPS-21} "External Conversion Codes", which could be used for the conversion of matriculation subject codes.

C. **Symbol** (A2) The symbol obtained for the particular subject.

D. **Mark** (N3) The mark obtained for the subject.

2.8.2. Update Matric Results {SNAPPM-2}

This option is used to copy the matric results on the tape to the matric detail Block {SNAPP-2b5} of the applicants. The user may also link the matric certificate to the applicant's record in {SNAPP-2b8}. It is possible to run the match for applicants on the matric exam number only, the ID number only, or on a combination of these two fields.

Once the program is executed, the system will copy the matric subjects and their results to the matric detail of the applicant, *if an exact match is found.* A report will also be produced where the exam number or ID number matches, but the surnames differ. The user can then verify these records and if necessary do a manual match of the records in option {SNAPPM-1}.

USER SELECTION: Calendar Year
First Block Code to Include or ALL (Up to 10 Block codes can be included)
If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)
Exam Date
Check on (E)xam number, (I)D number, (S)urname, Names, Birth date
Must certificates be updated Y/N
If Y then:
Supply the Matric Certificate Code
Supply Certificate Seen Indicator to be used

PRINT SEQUENCE: Random

SYSTEM SELECT: All matric students where an exact match is found

```
03-FEB-2000                          INTEGRATED TERTIARY SOFTWARE                          Page :   1
Program : i36ccc.pc                Update Matric Results From External Information
                                 Calendar Year 2000  Block Code ALL   Matric Date: 199911
                                        Certificates To Be Updated: Y MA
                                        Check On (E)xam Number, (I)D,(S)urname : I

Exam Number     External Surname          Internal Surname          Identity          Subject Detail
                                                                    Number



Number Of Records Updated              : 0

Number Of Records Inserted             : 0

Number Of Records Not Processed        : 16

Number Of Records Matched              : 0
```

2.8.3. Print Matching Exam Numbers {SNAPPM-3}

Prior to the updating of examination information, the user can run this report, which will provide a report of all applicants where the examination numbers match. Should any of the other detail, e.g. surname, birth date or ID number, differ, this will be highlighted on the report.

USER SELECTION: Calendar year
First Block Code to Include or ALL (Up to 10 Block codes can be included)
If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)
Matric Date
Matric Authority
Report per block code Y/N

PRINT SEQUENCE: As per selection

SYSTEM SELECT: All matches on examination number.

```
Date : 03-FEB-2000                  INTEGRATED TERTIARY SOFTWARE                        Page : 1
Program : i3wrpt.rdf                  Matching Examination Numbers
                                  For Calendar Year: 1997  /Block: ALL
                             For Matric Date : 199311 And Matric Authority : GA
Block Code: 1


Exam         Id Number            Date Of        Surname                              First Names
Number                            Birth

1081801
       Ext  0000000000000 /      /              LETSHOLO /                           XX /




Date : 03-FEB-2002                  INTEGRATED TERTIARY SOFTWARE                        Page : 2
Program : i3wrpt.rdf                  Matching Examination Numbers
                                  For Calendar Year/Block : 1997 / ALL
                                For Matric Date : 9311 And Matric Authority : GA
Block Code: 1


Exam         Id Number            Date Of        Surname                              First Names
Number                            Birth

       Int  9999999999999 /   $  20-NOV-1990 / $  LETSHOLO /                           JAMES /   $
1081842
       Ext  0000000000000 /      /                 MOKAYANE /                         XX /
```

********** End Of Report **********

2.8.4. Maintain Matric Subject Cross-Reference {SNAPPM-9}

This option consists of 1 Block of information, which will assist the user to match internal Matric Subjects with the external Matric Subjects. Only the Internal Subject can be updated the other information comes from the tapes.

A. **External Subject** (A10) External Matric Subject. The Description and Alternate Description will be displayed

B. **Authority** (A2) The Examination Authority. The Description will be displayed

C. **High %** (N3) Total percentage for subject.

D. **Level** (A2) Subject level.

E. **Indicator** (A1) Subject Indicator

F. **Internal Subject** (A5) Internal Matric Subject as defined at {SCODE-5}

2.8.5. External Matric Information {SNAPPM-10}

This option consists of 2 Blocks of information, which will assist the user to see the External Matric information that has been loaded from the tape. The second block will display automatically.

Block 1: BIOGRAPHICAL INFORMATION

A. **Matric Number** (N15) The external Matric number.

B. **Exam Type** (A2) The Examination Type.

C. **ID Number** (A15) ID number.

D. **Surname** (A30) Surname.

E. **Names** (A40) Names

F. **Birth Date** (DD-MON-YYYY) Birth date

G. **Authority** (A2) Matric Authority

H. **Matric Date** (YYYYMM) Matric Year and value of the month.

Block 2: SUBJECT INFORMATION
This information will display automatically and cannot be changed.

- **External Subject**
- **Description**
- **Internal Subject**
- **Symbol**
- **Mark**
- **Grade**

2.8.6. Print/Update Subject Cross-reference {SNAPPM-11}

This program populates the Cross-reference table.

USER SELECTION: Print Information (Y/N) ?
Y - Enter subject data file name or <ENTER> to end :
Insert Information (Y/N) ?
Y - Enter subject data file name or <ENTER> to end :
Delete Information (Y/N) ?
Enter Exam Authority Code or ALL :

PRINT SEQUENCE: As per selection

SYSTEM SELECT: Records from input file and Print or Insert it. All Records for the Exam Authority will be deleted.

```
Date : 03-FEB-2000                    INTEGRATED TERTIARY SOFTWARE                          Page : 1
Program : i21ccc.pc                Print and Update Subject Cross-Reference
             Print Information (Y/N) ? N  Insert Information (Y/N) ? Y  Delete Information (Y/N) ?
                                                Exam Authority code :
                                          Subject data file name : uecasu10.asc
Matric  External Matric         Subject                   Alternate                 Matric Subject
Author  Subject Code     Level  Name                      Name                      Code

EC      123456789H       H      Mathematics               Wiskunde
EC      123456789S       S      Mathematics               Wiskunde


                                        No. of records read :          2


                                        No of records inserted :       2


                                        No of records deleted :        0


                                         ********** End Of Report **********
```

3. CENTRAL APPLICATION OFFICE MENU – {SNAPP-8} / {SCAOM}

This section is describe in a separate manual Central Application Office

4. REPORTS

4.1. ALPHA/NUMERIC REPORT {SNAPP-21}

USER SELECTION: Calendar Year
Faculty Code or ALL
Campus Code or ALL
First Block Code to Include or ALL (Up to 10 Block codes can be included)
If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)
Only admitted students (Y)es, (N)o or ALL
Report per Block Code Y/N
Order (**A**)lphabetical or (**N**)umerical

PRINT SEQUENCE: As per selected order

SYSTEM SELECT: Within selected range all applicants

```
05-FEB-2000                          INTEGRATED TERTIARY SOFTWARE                          Page: 3
Program: i3trpt.rdf                Application Students Report -- ALPHABETICAL
                                              Calendar Year : 2000
                                     Include Block : all Exclude Block :
                                       Only For Admitted Applicants : all
                                   For Faculty Code : 10   For Campus Code : all
                                            Report Per Block Code : n
                                   Report In (A)lphabetical / (N)umeric Order : a

Faculty : 10 BUSINESS SCHOOL

Student                                          Date Of                                        Cancel
Number    Surname                                Birth       Qualification Admitted To          Date
-------   ---------------------------------------- ----------  ---------------------------------------- ----------

977777777 BREYTENBACH,EC,MEV                     28-AUG-1963 Student Not Admitted To A Qualification
200100310 DE NIE,H,DR.                           18-APR-1933 100A-1 B DOSMESTIC SCIENCE (CLOTHING)
1234567   Hugo,S,DR.                             18-APR-1977 100A-1 B DOSMESTIC SCIENCE (CLOTHING)
977777775 JANSEN VAN VUUREN,MM,MEV               10-AUG-1965 Student Not Admitted To A Qualification
977777779 JANSEN VAN VUUREN,R,MR                 06-JUN-1971 Student Not Admitted To A Qualification
977777778 JANSEN VAN VUUREN,E,MEJ                03-SEP-1973 Student Not Admitted To A Qualification
9110033   MAFUMO,FET,PROF                        25-JAN-1998 Student Not Admitted To A Qualification
977777776 TERRY,AO,MR                            08-APR-1971 100A-1 B DOSMESTIC SCIENCE (CLOTHING)


Number Of Students Selected For Faculty : 8
Number Of Students Cancelled For Faculty : 0



                                    ********** End Of Report **********
```

4.2. ADMISSION STATUS REPORT MENU {SNAPP-22} / {SNAPP2}

4.2.1. Calculate WRS Scores {SNAPP2-1}

This option can be used to calculate the student's WRS score before the print program in the following option is run, to ensure that the latest correct scores are reflected on the report.

The user will be required to supply the student numbers in a range, the block code, and qualification code or ALL for which WRS scores must be calculated. The system takes the SRS score of a student and applies the weights as defined in {SCODE-6b2} in order to calculate the correct WRS score per qualification.

USER SELECTION: Calendar Year
Start student number
End student number
Block Code
Qualification Code or All
Offering Type or All
CAO run number or <ENTER> for All

PRINT SEQUENCE: Per student number

SYSTEM SELECT: Numbers between the range provided in option {SNAPPA-1/3}

```
10-FEB-2000                          INTEGRATED TERTIARY SOFTWARE                          PAGE :   1
PROGRAM: i35ccc.pc                  Compute WRS Scores
                                    From Student 0 To 999999999
                                     For Year: 2000 Block: 0
                                     For Qualification: ALL Run: ALL

Student                             Qual                    Block Choice Additional WRS       Manual    Random
Number    Surname                   Code   Description      Code  Number Credit    Score     WRS Score Number
--------- --------------------------------- ------- -------------------- ----- ------ ---------- ---------- ---------- ----------
1234567   DR. S Hugo                100A-1 B DOSMESTIC SCIENCE  0    1      0         0
200000078 MR M hanekom               100A-1 B DOSMESTIC SCIENCE  0    1      0         0
200000179 ME S SMITH                 DSPORT DIPLOMA IN SPORT MAN 0    1      0         0
200000322 MNR D JORRISEN             DSPORT DIPLOMA IN SPORT MAN 0    1      0         0
200000330 MNR D JORDAAN              DSPORT DIPLOMA IN SPORT MAN 0    1      0         0
200000923 MRS D BASSON               DSPORT DIPLOMA IN SPORT MAN 0    1      0         0
200001205 MRS. S. de Kooker          100A-1 B DOSMESTIC SCIENCE  0    1      0         0
200001345 MR J PANSEGROUW            100A-1 B DOSMESTIC SCIENCE  0    1      0         0
200100310 DR. H DE NIE               100A-1 B DOSMESTIC SCIENCE  0    1     99       207
200100312 MEV M JANSEN VAN VUUREN    100A-1 B DOSMESTIC SCIENCE  0    1      0         0
200100312 MEV M JANSEN VAN VUUREN    B AGR  BACHELOR OF AGRICULT 0    2      0         0
200100313 MR J BARKLEY               100A-1 B DOSMESTIC SCIENCE  0    1      0         0
977777775 MEV MM JANSEN VAN VUUREN   100A-1 B DOSMESTIC SCIENCE  0    3      0         0
977777777 MEV EC BREYTENBACH         100A-1 B DOSMESTIC SCIENCE  0    2      0         0
977777778 MEJ E JANSEN VAN VUUREN    100A-1 B DOSMESTIC SCIENCE  0    1      0         0
977777779 MR R JANSEN VAN VUUREN     100A-1 B DOSMESTIC SCIENCE  0    4      0         0

End Of Update
```

4.2.2. Print Admission Status {SNAPP2-2}

USER SELECTION: Calendar year
First Block Code to Include or ALL (Up to 10 Block codes can be included)
If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)
Start - End Faculty Code or ALL
Start - End Department Code (Qual) or ALL
Start - End Qualification or ALL
Campus Code or ALL
Start - End Offering Type or ALL
Enter First Admission Status To Include (A1) Or All
Order Students (A)lphabetically or (N)umerically

PRINT SEQUENCE: Per faculty, qualification, offering type, sort order, admission status and WRS score.

SYSTEM SELECT: Within selected range all applicants.
Exclude: Cancelled applications

```
07-FEB-2000                          INTEGRATED TERTIARY SOFTWARE                    Page   1
Program : i3yrpt.rdf
                                        Admission Status Report For
                                            Faculties 1 TO 1
                                              Department all
                                            Qualifications all
                                              Campus Code all
                                            Offering Types all
                                            Year 2000 Block all
                                           Admission Status all
                                  Order Students (A)lphabetically or (N)umerically : A

 Block : 0 YEAR
 Faculty : 1 SCIENCE
 Qualification : BSC B BSC BIOLOGICAL SCIENCES 95
 Campus : 1 LYCEUM
 Offering Type : 01 FULL TIME
 Period Of Study : 1

    WRS   ADDL   Student   Name                    Ethnic GND This Preferred  Other Qualification Choices
Rank Score Credit Number                           Group     Qual Language

Admission status :   ADMISSIONS WITHOUT STATUS

1              9110033   MAFUMO FET              E     M  1   ENGLISH

Selection Comments
------------------
EDP
01

 SUBTOTAL FOR THIS STATUS : 1

 TOTAL FOR ALL STATUSES : 1

 GRAND TOTAL FOR ALL STATUSES : 1

                                          END OF REPORT
```

4.2.3. Detailed Admission Status Report {SNAPP2-3}

USER SELECTION: Calendar Year
First Block Code to Include or ALL (Up to 10 Block codes can be included)
If ALL, then First Block Code to exclude or <ENTER> (Up to 10 Block codes can be excluded)
Start - End Faculty Code or ALL
Start - End Department Code or ALL
Start - End Qualification Code or ALL
Campus code or ALL
First Offering Type to Include or ALL (Up to 10 Offering Types can be included)
If ALL, then First Offering Type to exclude or <ENTER> (Up to 10 Offering Types can be excluded)
Sort (**A**)lphabetically or (**N**)umerically

PRINT SEQUENCE: Per Block Code, Faculty, Qualification, offering type, period of study and selected sort order.

SYSTEM SELECTS: Within selected range all applicants.
Exclude: Cancelled applications

```
07-FEB-2000                                                                    Page   1
Program : iafrpt.rdf                    Admission Status Report For
                                             Faculties 1 To 1
                                              Department all
                                            Qualifications all
                                             Campus Code: all
                                          Include Offering Type: all
                                            Exclude Offering Type:
                                             Year 2000 Block all
                                  Order Students (A)lphabetically Or (N)umerically: a
 Block: 0 YEAR
 Faculty : 1 SCIENCE
 Qualification: BSC B BSC BIOLOGICAL SCIENCES 95
 Campus: 1 LYCEUM
 Offering Type: 01 FULL TIME
 Period Of Study : 1
 Quota :
     WRS   Addl   Student                          This   Preferred    Other Qualification Choices
Rank Score Credit Number  Name                   GND Qual   Language

Admission Status :   ADMISSIONS WITHOUT STATUS
----------------
1              9110033   MAFUMO FET              M   1    ENGLISH        EDP    01
                                                          Pre  Mid                School : ST JOHN'S COLLEGE
     Address :           School Subjects :                Fin. Fin.  Fin          Residence Application : A
     ---------           -----------------                ---- ----  ---
     Po Box 37390        MATHEMATHICS                      D    D     D
                         AFRIKAANS FIRST LANGUAGE (HG)     B
     PRETORIA
     0001

 Subtotal For This Status : 1
 Total For All Statuses : 1
 Grand Total For All Statuses : 1

                                              End Of Report
```

4.3. INDIVIDUAL SELECTION REPORT MENU {SNAPP-23} / {SNAPP3}

4.3.1. Calculate WRS Scores {SNAPP3-1}

This report is fully discussed above; it is a duplication of {SNAPP2-1}.

4.3.2. Individual Selection Report {SNAPP3-2}

USER SELECTION: Academic Year
Enter Student Numbers in (M)ultiple or (R)ange
for (M)ultiple:
- Enter first Student Number
- Enter Next Student Number or <ENTER> to continue up to 10 numbers can be entered
- Sort (**A**)lphabetically or (**N**)umerically

for (R)ange:
- start and end student number
- First Block Code to Include or ALL (Up to 10 Block codes can be included)
  - If ALL, then First Block Code to exclude or <ENTER>(Up to 10 Block codes can be excluded)
- Qualification code
- Campus code or ALL
- Offering type
- Admission status
- Sort (**A**)lphabetically or (**N**)umerically

PRINT SEQUENCE: Per Block, Code, per period of study, as per selection

SYSTEM SELECT: Within selected range all applicants
Exclude: Cancelled applications

Individual Selection Report (ctd)

```
06-FEB-2000                          INTEGRATED TERTIARY SOFTWARE                    Page   1
Program : i3xrpt.rdf                      Individual Selection Report
                                  Students between 200100310 and 200100310
                                 Qualification : 100a-1     Admit Status : Y
                                    Offering Type : 01    Campus Code : all
                                       Academic Year : 2000 Block: all
                                          Sort Order : ALPHABETICAL

Student Number: 200100310
Name: DE NIE H
Birth Date: 18-APR-1933   Gender: M  Group: 1

Matric Year: 198011   Marital Status: S
School:

Block Code: 0
Qual 1st Choice: B DOSMESTIC SCIENCE (CLOTHING)    Offer Type: FULL TIME   Campus: LYCEUM
Admit Status: A PERSONALLY ADMITTED Y   Study Period: 1

Matric Subject                Symbol   Wrs  Wrs  Matric Count
                                       Ch 1 Ch 2 Sitting Entry?
AFRIKAANS FIRST LANGUAGE (HG)  A          9      198011
BIOLOGY (HG)                   A          9      198011
ENGLISH                        A         27      198011
HISTORY                        A         36      198011
MATHEMATHICS                   A         18      198011
SCIENCE                        A         27      198011
*** Total                               126
Additional Credit
***** Total Wrs + Credit                126
Selection Comments:
                                  ********** End Of Report **********
```

4.4. APPLICATIONS PROGRESS REPORT {SNAPP-24}

USER SELECTION: Calendar year
First Block Code to Include or ALL (Up to 10 Block codes can be included)
If ALL, then First Block Code to exclude or <ENTER>>(Up to 10 Block codes can be excluded)
Faculty/School code or ALL
Department (QUAL) code or ALL
Qualification Code or ALL
Campus Code or ALL

PRINT SEQUENCE: Per choice 1, choice 2, choice 3, and choice 4

SYSTEM SELECT: All applicants
Exclude: Cancelled applications

```
13-FEB-2000                          INTEGRATED TERTIARY SOFTWARE                          Page:   1
Program : i3hccc.pc                 Application Progress Report On FIRST CHOICE
                                     For Year: 2000 Faculty: 10 Department: all
                                     Qual: 100a-1 Campus: all
                                     Including Blocks: all
                                    Excluding Blocks:

Faculty 10 BUSINESS SCHOOL
Department 10 BUSINESS ETHICS

Qual                                  Off.      Per          Total Of     Number With  Number With Non
Code   Description                    Type Quota Study       Applicants    Admit Status     Admit Status

Block Code: 0
-----------
100A-1 B DOSMESTIC SCIENCE (CLOTHING)  01   6    1               10             7             3
-------------------------------------------------------------------------------------------------------
Total                                                            10             7             3




13-FEB-2000                          INTEGRATED TERTIARY SOFTWARE                          Page:   2
Program : i3hccc.pc                 Application Progress Report On SECOND CHOICE
                                    For Year: 2000 Faculty: 10 Department: all
                                    Qual: 100a-1 Campus: all
                                    Including Blocks: all
                                    Excluding Blocks:

Faculty 10 BUSINESS SCHOOL
Department 10 BUSINESS ETHICS

Qual                                  Off.      Per          Total Of     Number With  Number With Non
Code   Description                    Type Quota Study       Applicants    Admit Status     Admit Status

Block Code: 0
-----------
100A-1 B DOSMESTIC SCIENCE (CLOTHING)  01   6    1                1             1             0
-------------------------------------------------------------------------------------------------------
Total                                                             1             1             0

                                    End  Of  Report
```

4.5. APPLICATIONS SUMMARY REPORT {SNAPP-25}

USER SELECTION: Calendar year
Campus Code or ALL
First Block Code to Include or ALL (Up to 10 Block codes can be included)
If ALL, then First Block Code to exclude or <ENTER>>(Up to 10 Block codes can be excluded)

PRINT SEQUENCE: Fixed format

SYSTEM SELECT: All applications **excluding** cancellations
All registered applicants according to Primary Qualifications **excluding** cancellations

```
06-feb-2000                    INTEGRATED TERTIARY SOFTWARE
Program : i3urpt.rdf            Application Summary Report

                          For Year: 2000 Campus: all Block: 0

Block: 0 YEAR
------



Number Of Applications First Choice         12

Number Of Applications Second Choice         2

Number Of Applications Third Choice

Number Of Applications Subsequent Choices

Number Rejected On First Choice              8

Number Rejected On Second Choice             1

Number Rejected On Third Choice

Number Rejected On Subsequent Choices

Number Accepted                              5

Number Accepted And Registered               3

Number Accepted But Did Not Register         2

                           ********** End Of Report **********
```

4.6. NUMBER OF APPLICANTS PER QUALIFICATION {SNAPP-26}

USER SELECTION: Calendar year
First Block Code to Include or ALL (Up to 10 Block codes can be included)
If ALL, then First Block Code to exclude or <ENTER>>(Up to 10 Block codes can be excluded)
Faculty code or ALL
Department (Qual) code or ALL
Qualification Code or ALL
Campus Code or ALL

PRINT SEQUENCE: Per faculty, qualification, offering type, period of study

SYSTEM SELECT: All applicants linked to (**A**)ctive qualifications
Exclude: Cancelled applications

06-FEB-2000 INTEGRATED TERTIARY SOFTWARE Page : 1
Program : i38ccc.pc
Number Of Applicants Per Qualification For 2000
Including Blocks: all
Excluding Blocks:
For Faculty 1, Department all And Qualification all And Campus all

Faculty/School : 1 SCIENCE

Qualification	Offering Type	Per. Stud	1st Choice	2nd Choice	3rd Choice	4th + Choice	Total
B AGR BACHELOR OF AGRICULTURE	01 FULL TIME	1	0	0	0	0	0
		2	0	0	0	0	0
		3	0	0	0	0	0
	02 PART TIME	2	0	0	0	0	0
B AGRI BSC AGRICULTURE	01 FULL TIME	1	1	0	0	0	1
		2	0	0	0	0	0
		3	0	0	0	0	0
	02 PART TIME	1	0	0	0	0	0
		2	0	0	0	0	0
B SOC BACHELOR OF SOCIAL SCIENCE	01 FULL TIME	1	0	0	0	0	0
		2	0	0	0	0	0
	02 PART TIME	2	0	0	0	0	0
BSC G BSC GEOLOGY	01 FULL TIME	1	0	0	0	0	0
		2	0	0	0	0	0
	02 PART TIME	1	0	0	0	0	0
		2	0	0	0	0	0
BSC P BSC PHYSICAL SCIENCES	01 FULL TIME	1	0	0	0	0	0
		2	0	0	0	0	0
		3	0	0	0	0	0
		4	0	0	0	0	0
	02 PART TIME	1	0	0	0	0	0
		2	0	0	0	0	0
		3	0	0	0	0	0
Faculty/School Total			1	0	0	0	1
Grand Total			1	0	0	0	1

End Of Report

4.7. APPLICATIONS STATISTICS {SNAPP-27}

USER SELECTION: Calendar Year
First Block Code to Include or ALL (Up to 10 Block codes can be included)
If ALL, then First Block Code to exclude or <ENTER>>(Up to 10 Block codes can be excluded)
Start and End Faculty codes
Department (Qual) code or ALL

PRINT SEQUENCE: Per Faculty, qualification and offering type

SYSTEM SELECT: All admitted applicants for the year, block and qualification, **excluding** cancellations.

07-FEB-2000 INTEGRATED TERTIARY SOFTWARE Page : 1
Program : ik1rpt.rdf Application Statistics Report
Calendar Year 2000
Blocks Included: all
Blocks Excluded:
For Faculty/School : 0010 To 0010
For Department : all

Faculty/School Name	Qualification Description	OF TP	Total Admit Applicants	Total Admit Applicants Registered	Total Admit Applicants Not Regis.	Total Regist. Stud. Not Applied	Total Students Registered First Time
BUSINESS SCHOOL	B DOSMESTIC SCIENCE (CLOTHING)	01	3	1	2	43	25
	Qualification Subtotal :		3	1	2	43	25
	B DOSMESTIC SCIENCE (INTERIOR)	02				4	1
	Qualification Subtotal :					4	1
	B PROC	01				4	3
		16				1	1
	Qualification Subtotal :					5	4
	BACHELOR INTERIOR DECORATING	02				1	1
	Qualification Subtotal :					1	1
	BCOMM	01				2	1
	Qualification Subtotal :					2	1
	MANAGEMENT AND MAINTENANCE	01				16	9
		16				3	1
	Qualification Subtotal :					19	10
	Faculty/School Subtotal :		3	1	2	74	42
	Institution Total :		3	1	2	74	42

********** End of report **********

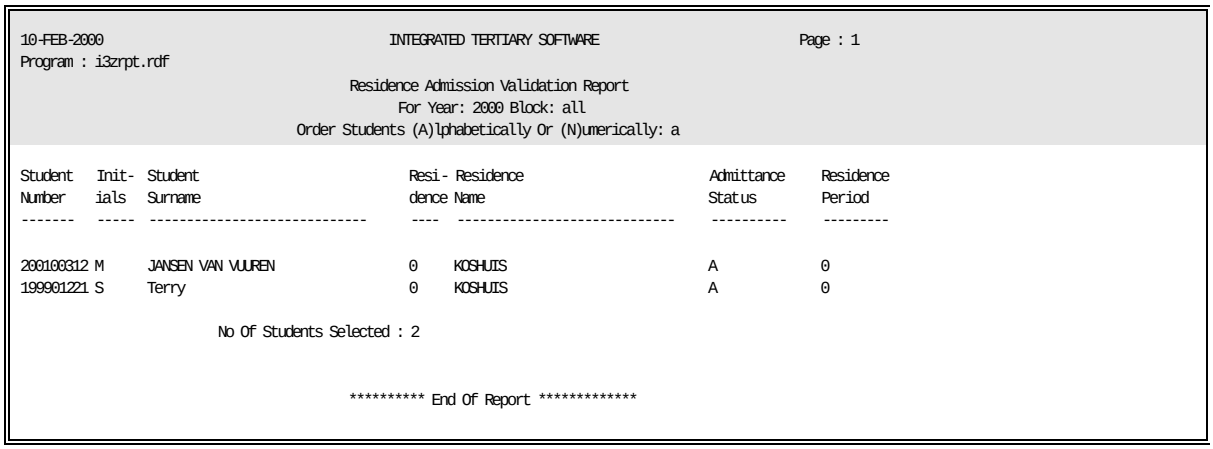
4.8. RESIDENCE REPORTS MENU {SNAPP-28} / {SNAPPR}

4.8.1. Residence Admission Validation {SNAPPR-1}

USER SELECTION: Calendar year
First Block Code to Include or ALL (Up to 10 Block codes can be included)
If ALL, then First Block Code to exclude or <ENTER>>(Up to 10 Block codes can be excluded)
Order (**A**)lphabetically or (**N**)umerically

PRINT SEQUENCE: Per residence code, Block code and selected choice

SYSTEM SELECT: Within selected range all applicants who have been admitted to a hostel but who have not been admitted academically.



```
10-FEB-2000                              INTEGRATED TERTIARY SOFTWARE                    Page : 1
Program : i3zrpt.rdf
                                   Residence Admission Validation Report
                                         For Year: 2000 Block: all
                                Order Students (A)lphabetically Or (N)umerically: a

Student   Init-  Student                        Resi- Residence                    Admittance    Residence
Number    ials   Surname                        dence Name                         Status        Period
-------   -----  -----------------------------  ----  -----------------------------  ----------  ---------

200100312 M      JANSEN VAN VUUREN              0     KOSHUIS                      A           0
199901221 S      Terry                          0     KOSHUIS                      A           0

                        No Of Students Selected : 2


                                   ********** End Of Report *************
```

4.8.2. Residence Admission Report {SNAPPR-2}

USER SELECTION: Calendar year
First Block Code to Include or ALL (Up to 10 Block codes can be included)
If ALL, then First Block Code to exclude or <ENTER>>(Up to 10 Block codes can be excluded)
Start - End residence code
Must Academic Application Exist Y/N
First Residence choice only (Y/N)
(**D**)etail or (**S**)ummary Report
Required sequence of Report
Select one from:
1. Application date
2. Alphabetical
3. Numerical

PRINT SEQUENCE: Within selected order, per residence choice and sort order.

SYSTEM SELECT: Only students who indicated that they require residence accommodation. **Exclude** cancelled applications.

```
07-FEB-2000                                INTEGRATED TERTIARY SOFTWARE                                Page : 1
Program : i3vrpt.rdf                    Residence Admission Report : Detail
                                  Residence 0 To 9999   Per Admission Status , ALPHABETICAL
                                     Must Academic Application Exist - (Y)es / (N)o : n
                                       First Residence Choice Only - (Y)es / (N)o : y
                                          For Year : 2000   Blocks Included : all
                                                    Blocks Excluded :

   Block : 0 - YEAR
   Residence : - KOSHUIS

                                          Application Sgl Qual  Off Sta
Student Number And Name                  Gnd Date       Dbl     Type tus WRS  Additional Choices
-------------------------------------------------------------------------------------------------

Admission Status :  A - PERSONALLY ADMITTED
-------------------
199901221 Terry,S                        F   13-SEP-1999 1

Subtotal For This Status : 1   Male : 0   Female : 1

Admission Status :  - NO STATUS
-------------------
-------------------
200100310 DE NIE,H                       M   01-FEB-2000 1   100A-1 01 A   162

Subtotal For This Status : 1   Male : 1   Female : 0

Total For This Residence : 2   Male : 1   Female : 1

Total For This Block : 2       Male : 1   Female : 1

Grand Total : 2   Male : 1   Female : 1
```

***** End Of Report *****

4.8.3. Residence Selection Report {SNAPPR-3}

USER SELECTION: Calendar year of Residence Application
First Residence Code to Include or ALL (Up to 10 Residence codes can be included)
If ALL, then First Residence Code to exclude or <ENTER>>(Up to 10 Residence codes can be excluded)
First Residence Block Code to Include or ALL (Up to 10 Residence Block codes can be included)
If ALL, then First Residence Block Code to exclude or <ENTER>>(Up to 10 Residence Block codes can be excluded)
Use Result of Normal Examinations only Y/N

PRINT SEQUENCE: Per Residence, Per Block Code

SYSTEM SELECT: Residence applicants

```
07-FEB-2000                          INTEGRATED TERTIARY SOFTWARE                    Page :   1
Program : i3lccc.pc

                                     Program For Residence Application
                                     For Calendar Year : 2000
                                     Include Residence Codes : all
                                     Exclude Residence Codes :
                                     Include Residence Block Codes : all
                                     Exclude Residence Block Codes :
                                     Use Result Of Normal Exams : n


Residence : 0  KOSHUIS
Residence Block Code : 0

Applicant :                          Subject Enrollments :
                                                              Number          Number
Number        Name                   Year       Type         Enrollment      Passed
-------------------------------------------------------------------------------------
1234567       Hugo S                 1994         N            1               1
                                     1995         N            0               0
                                     1996         N            0               0
                                     1997         N            0               0
199901221     Terry S                1998         N            0               0
                                     1999         A            0               0
                                     1999         N            3               0
200100310     DE NIE H               1997         N            1               0
                                     1999         N            3               3

Number Of Applications For This Block Code : 3
Number Of Applications For This Residence Code : 3
Number Of Applications For This Year  : 3



                                End Of Report
```

4.9. BURSARY / LOAN REPORT {SNAPP-29}

USER SELECTION: Calendar year
First Block Code to Include or ALL (Up to 10 Block codes can be included)
If ALL, then First Block Code to exclude or <ENTER>>(Up to 10 Block codes can be excluded)
Campus Code or ALL
Order (**A**)lphabetically or (**N**)umerically

PRINT SEQUENCE: Per Block Code, Per Sponsor code as per selection

SYSTEM SELECT: Admitted applicants with bursary or loan required (Y)es.
Exclude: Cancelled applicants

```
07-FEB-2000                          INTEGRATED TERTIARY SOFTWARE                          Page:    1
Program : i3gccc.pc                  Bursary/Loan Report
                                     For Year: 2000 Campus Code: all Ordering: a
                                     Including Blocks: all
                                     Excluding Blocks:

Sponsor  Student                                          Mar      Qual   Off. Residence
Code     Number    Name                      Init   Gender Stat Age Code   Type Code

Block Code: 0
100      1234567   Hugo                      S      M           23  100A-1 01   0
15       1234567   Hugo                      S      M           23  100A-1 01   0
NONE     200100310 DE NIE                    H      M      S    67  100A-1 01   0
NONE     200000330 JORDAAN                   D      M           43  DSPORT 01   0
NONE     200000322 JORRISEN                  D      M           54  DSPORT 01   0


                                End Of Report
```

5. APPLICATIONS: PROCEDURES

5.1. ENTER APPLICATIONS

The following procedures should be followed when applications for a new cycle are to be entered:

A. Select option {SNAPP-1}, "System Cycles - Applications" – "A". Create records for each of the academic blocks and offering types for which academic applications are currently to be processed.

B. Select option {SNAPP-1}, "System Cycles - Residence" – "P". Create records for each of the academic blocks for which residence applications are currently to be processed.

C. Select option {SNAPP-6} "Delete Old Application History" to remove application records in respect of previous application cycles. Option {SNAPP-5} "Delete Unwanted Records" can also be run to clear up the biographical records of previously unsuccessful applicants.

D. If modulus 11 student numbers are to be used, the system should be set to validate for this under option {SMNT-1b1} validation "**11**". Lists of modulus 11 student numbers can be generated via option {SNAPP-4}. The system will request the start- and end range of the student numbers to be generated.

E. If the validation Exclude External Students "**EX**" is set to (Y)es under option {SMNT-1b1}. The test is done on a combination of surname, first 10 characters of the ID number and the birth date and a valid institution code, whether another institution in option {SREGL-3} may have excluded the student. If the validation is switched on, the system will not allow the user to create the application, or if the application has already been entered, the user may not update the admission status to admitted, but if the validation is set to (N)o only a warning will be given.

F. Select option {SCODE-22}, "Certificate Types". <EXECUTE QUERY> to display all records. Set the values of certificates to be copied to all applicants to (Y)es, insert, and <COMMIT>.

G. The academic structure {SACAD-1} has to be in place for the year the student wants to apply for.

H. Should the user wish to generate financial transactions with regard to application fees, the following steps must be taken:

- select option {FSAM-1b2} "Transaction Events" and <QUERY> the year and Event "01" for Residence Application Fees;
- ensure that "Academic Application Fees" records exist for each academic block/offering type for which applications can be processed (Event 01) with **Generate** (Y)es. If the entering of an application is only to be allowed **after** the payment of the application fee, this should also be specified on each record. Then set the fields CT Trans. Type, Amount, CB Trans. Type and Test CR Trams. on <COMMIT>. The validation check for minimum amount paid "**AB**" have to be set to (Y)es at {FSAM-3}
- ensure that "Residence Application Fees" records exist for each academic block for which applications can be processed (Event 19).with **Generate** (Y)es If the entering of an application is only to be allowed **after** the payment of the application fee, this should also be specified on each record. Then set the fields CT Trans. Type, Amount, CB Trans. Type and Test CR Trams. on <COMMIT>. The validation check for minimum amount paid "**BH**" have to be set to (Y)es at {FSAM-3}
- ensure that a status code has been created that leads to action 'AA' at {FSAC-1} this status code will be linked to all students when a Biographical record is created and will be removed by the "receipt program"

I. On receiving an application, **a query must first be made on the system to check if the applicant has already been allocated a student number**, either as a student or during a previous application cycle. In the case of new applicants a student number should be allocated, and any coding that may be required should also be done.

J. In the case of new applicants, a biographical record should be created under option {SNAPP-2}. This option also makes provision for the optional entering of detail of previous studies, certificates seen, etc., in Blocks 2 to 9. If a more complete biographical record is needed, a record can be created under option {SREGB-1}.

K. If moneys are received in the form of Application Fees or Registration Deposits, receipts can be issued immediately.

L. Select option {SNAPPA-1} "Academic Application", and complete the information in respect of qualifications, academic blocks and offering types towards which application is being made.

M. If applicable, select option {SNAPPA-2} and enter residence application information.

At this stage the option for letters, lists and labels {SLLL-3} can be used to write letters of acknowledgement to applicants.

5.2. ACADEMIC ADMISSIONS

* The **selection of applicants can either be done at one time for all qualifications** via the "Computer Selection" option {SNAPPA-5} (according to the WRS rating scales plus additional credits), **or it can be done over a period of time by manual selection, possibly on a decentralised basis. It is also possible to overwrite any computer selection, using the manual selection option.**

* A pre-requisite for the use of the "Computer Selection" process is that the matric results of all applicants should be entered under option {SNAPP-2b2}. Matric results can also be copied from tapes provided by education departments. The procedure in this regard is set out in {SNAPPA-5} above. Once this has been done the procedure in respect of "Computer Selection" is:

A. Select option {SCODE-26} "Admission Statuses". <EXECUTE QUERY> to display all valid statuses. Set the Sort Order as required and <COMMIT>.

B. Select option {SCODE-6} and ensure that the SRS and WRS rating structures have been set up correctly. Also select {SACAD-1b2} and ensure that the correct WRS tables have been linked to each qualification.

C. Select option {SACAD-1b6} and ensure that the correct quotas have been set in respect of each combination of Qualification, Offering Type and Period of Study.

D. Select option {SMNT-1} and set validation "**QU**" to (Y)es, if quota checks must be applied.

E. Select option {SNAPPA-5} "Computer Selection":

* Select the option to first calculate the WRS scores for all students.
* The remaining quota (after allowing for any already admitted applicants) for each combination on {SACAD-1b6} will be determined.
* The computer selection will then admit the best students for any qualification on the basis of their first two qualification choices, up to the maximum quota specified for a qualification. The status (Y)es, "Computer Selected", will be used.

F. Select option {SNAPP-22} "Admission Status Report Menu". The reports list all students admitted per qualification and offering type, per admission status.

G. Select option {SNAPP-23} "Individual Selection Report Menu". The reports list the individual information for every student.

H. Evaluate the admissions using the above two reports.

As a sequel to the computer selection or as a substitute therefore, admissions can be handled manually. In this case the procedure is:

- Select option {SNAPPA-3} "Academic Application/Admission"
- Press <ENTER QUERY>, enter the student number and <EXECUTE QUERY>.
- Activate "Calculate WRS" in Block 3 with a (Y)es if the WRS scores must be calculated or re-calculated.
- Enter the appropriate admission status against any one of the choices by pressing <NEXT FIELD> and <COMMIT>. The system will allow only one "ADMIT" status for each student.

Note: that the residence information for a student is displayed, but cannot be updated here.

Option {SLLL-3} can again be used to write letters to applicants confirming the status of their applications.

Registration forms for successful applicants can also be printed via option {SREGR-1}.

5.3. RESIDENCE ADMISSIONS

The admissions of students for academic and residence purposes are closely related, but are normally not done by the same personnel. It is thus possible to do the residence admissions for a student separately, whilst the admission status for academic purposes are displayed simultaneously. The following procedure could be used:

A. Select option {SNAPPA-4} "Residence Admission". Press <ENTER QUERY>, supply the student number and <EXECUTE QUERY>. ***The system will display the academic information of a student as well, but this is not updateable here.***

B. The user may change the period and choice of residence and supply the floor and room number if known, and must enter the admission status for the student and <COMMIT>.

C. Select option {SNAPPR-2} "Residence Admission Report". This report will list all students per residence code (as supplied by the user) per admission status.

D. If the validation "**AH**" ("Residence Application on Academic Application") is set to (Y)es in option {SMNT-1}. The system will validate if a record exist for Academic Application when a record is entered at {SNAPPA-2}, OR, at the update of the status to admit at {SNAPPA-4} that the Academic Application was admitted.

To ensure that no students have been admitted to residence but not academically, use report {SNAPPR-1} "Residence Admission Validation" to identify such cases.

Keys and Functions

Following is a list of the standard shortcut keys that can be used:

FUNCTION	KEY	FUNCTION	KEY
Block Menu	Ctrl+B	List of Values	Ctrl+L
Clear Block	F7	List Tab Pages	F2
Clear Field	F5	Next Field	Tab
Clear Form	F8	Next Primary Key	Shift+F7
Clear Record	F6	Next Record	Down
Commit	Ctrl+S	Next Set of Records	Shift+F8
Count Query	F12	Previous Field	Shift+Tab
Delete Record	Ctrl+Up	Previous Record	Up
Display Error	Shift+Ctrl+E	Print	Ctrl+P
Down	Down	Return	Return
Duplicate Field	Shift+F6	Scroll Down	Page Down
Duplicate Record	Shift+F6	Scroll Up	Page Up
Edit	Ctrl+E	Show Keys	Ctrl+K
Enter Query	F11	Up	Up
Execute Query	Ctrl+F11	Update Record	Ctrl+U
Insert Record	Ctrl+Down	Exit	F4